**Lebanon EMMA Terms of Reference**

**Assessment dates:** 11 – 28th March 2013

**Host agency:** International Rescue Committee / Save the Children / Oxfam

**Participating agencies:** Please express interest in participating in this EMMA by Contacting Greg Matthews, Economic Recovery Coordinator, IRC (Gregory.matthews@rescue.org)

**EMMA Overview and Objectives:**

The Emergency Market Mapping and Analysis toolkit provides an approach for in-depth analysis of critical market systems in emergency contexts and the identification of appropriate emergency response interventions based on the reality of how well markets are functioning. The EMMA results provide a strong evidence-base for humanitarian agencies and donors to make decisions about the appropriateness and feasibility of a variety of programming options. In Lebanon, different market systems have been affected in different ways by the crisis in Syria and the refugee influx into Lebanon – border closures have limited cross-border trade and led to increased prices for some goods in Lebanon’s border areas; daily wages have decreased as increasing numbers of refugees are willing to work for less, impacting Lebanese and refugees; many communities are facing vastly increased population sizes, increasing demand on local market systems; etc. In order to recommend response interventions that are appropriate to these changing market contexts, the IRC together with Save the Children and Oxfam is launching an EMMA assessment to better understand the impacts of the emergency on critical market systems in the North and in Bekaa. Agencies with a particular interest in livelihood or market-based programming are invited to participate in this multi-agency EMMA.

This EMMA will focus specifically on those markets that are critical for providing income and work opportunities for Syrian refugees and Lebanese host communities. Income market systems are those market systems that provide sources of income for a target population, through sale of produce, labour, or other outputs. The objective of the analysis will be to identify appropriate market-based programming options for emergency and longer-term livelihood assistance aimed at the creation or strengthening of income-earning opportunities for both refugee and host community populations alike. The analysis will focus on identifying both direct programming options targeting refugees or host community members as well as indirect responses targeting key market actors to improve capacities to provide income-earning opportunities to refugee or Lebanese families. The specific market systems to be analyzed during the assessment will be determined based on inputs and level of interest from participating agencies, feasibility of undertaking the analysis and potential programming, and appropriateness to the context in Lebanon.

Main Objective: To identify through a rapid market analysis appropriate responses to meet early livelihood recovery and other emergency needs.

To express interest in participating in this EMMA, please contact Gregory.Matthews@Rescue.org.

**Desired Results of the EMMA**

- Market Maps of selected critical markets

- Seasonal calendar for critical markets

- Report of Key findings and recommendations for each critical market system analyzed

Key findings and recommendations will be presented widely at the close of the assessment. Presentations by assessment team members at field and Beirut-level coordination structures will be encouraged, and the final reports will be made available online through the UNHCR Web portal, EMMA website (emma-toolkit.org), and EMMA Dgroup list serve.

**Geographical Area of Assessment**

2 main geographical areas: North and Bekaa, Lebanon

**Critical Markets for Analysis**

Due to the logistical, financial, and analytical limitations, the number of critical markets to be analyzed in both the Bekaa and the North will be limited to 3 different market systems. Before the start of the EMMA, participating agencies will decide on 2 to 4 critical markets to be the focus of the fieldwork and analysis. The type of critical markets to analyze depends on the sectoral interests of participating agencies and the number of participants available to partake throughout the assessment process. If necessary, different critical markets can be selected for the North and for Bekaa based on the specific market realities in each geographical area.

Potential market systems for analysis include:

* Un-skilled construction labour
* Agricultural labour
* Popular home-based industry outputs (such as sweets, chocolate, etc.)
* Others?

**Assessment team members**

Under this overall EMMA assessment, there will be two distinct teams – one to focus on assessment and analysis in the North, and a second team to focus on the Bekaa. There will be two EMMA co-team leaders, one for each region. Each of these regional teams will be broken into 3 sub-teams to analyze the specific market systems identified for each region. The market-specific sub-teams in each region will be made up of 1-2 people with a strong understanding of livelihoods programming, basic market principles, and strong analytical and writing skills, and 2-3 additional personnel to support field-level data collection, administer questionnaires, and assist in the data analysis. Overall 12-15 team members will be needed in both the Bekaa and the North to successfully complete this assessment.

Each market-specific sub-team will be expected to analyze assessment data and to prepare a draft report of findings and recommendations in line with the EMMA Methodology (see below). Significant support for this analysis will be offered by the co-Team Leaders, however staff or personnel participating in the assessment must be strong in data analysis and capable of writing complete assessment reports independently.

Having previously attended an EMMA training is not a requirement to participate in this assessment, but previous market analysis training or experience is highly desired. 2 people from each market-specific sub-team will be required to attend a 3-day training and preparation phase in Beirut prior to the start of the assessment. Although the training and facilitation will take place in English/French, Arabic-speaking national staff are highly encouraged to participate in this assessment.

Agencies interested in participating in the EMMA are asked identify staff members to be a part of the assessment. Agencies and individual staff must be willing and able to commit to being a part of the EMMA team for the duration of the assessment, including pre-assessment training, field-based data collection, and analysis stages of the process. Additionally, agencies providing staff are asked to cover the costs of personnel (including salaries, per diems, etc.) and contribute to logistical support for those personnel (communications, vehicles and fuel, field overnights, etc.).

**Duration of assessment and working Hours**

* 15 days from 11 – 26 March 2013. Please see schedule below
* Participants should anticipate long working hours and be prepared to work outside normal business hours.
* All participants should agree to work the length of assessment, without a break if necessary to complete the work on time. Team members should expect to work weekends. Please inform us immediately if this is likely to be difficult or if there are any outstanding issues that need addressing

**Methodology**

The assessment will use the methodology in the EMMA Toolkit, comprising ten steps.

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| 1. *Essential Preparation* | Background research; arrival; consultation with colleagues; agency mandate, target population needs & profiles |
| 1. *Select Markets* | Selection of critical market-systems; and identification of key analytical questions for each system |
| 1. *Preliminary Analysis* | Production of initial profiles, seasonal calendars, maps of the market-system; identification of key informants or leads. |
| 1. *Fieldwork Preparation* | Setting the fieldwork agenda; devising interview structures & questionnaires; data-sheets and recording formats |
| 1. *Fieldwork Activities* | Conducting the fieldwork activities – who, where, when.  Section includes guidance on interview methods and tips. |
| 1. *Mapping the Market* | Finalising baseline & emergency maps, seasonal calendars; description of key features, bottlenecks, constraints |
| 1. *Gap Analysis* | Comparison of household economic profiles, analysis of priority needs, access and gaps |
| 1. *Market Analysis* | Analysing impact on availability, conduct, performance, supply and demand, capacity of market-system to react |
| 1. *Response Analysis* | Exploration of response options, cash and other intervention feasibility; response recommendations and their logic |
| 1. *Communicate Results* | Consultation with colleagues; presenting conclusions to wider audiences (donors, agencies) |

**Administration and resources required:**

Participating agencies are asked to contribute staff and logistical support to defray the costs of the assessment. In addition to personnel costs (salary, per diems, etc.), the assessment will depend on contributions of vehicles, drivers and fuel from participating agencies to transport personnel for data gathering.

If your agency will be able to provide personnel or logistical support to the assessment, please indicate the level of support available when expressing interest in being a part of the EMMA. To express interest, please contact Gregory.Matthews@Rescue.org.

**Tentative Assessment Schedule**

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| **Date** | **Agenda** |
| 11-13 March | Introduction to EMMA; training on EMMA in practice; Developing data collection tools and preparing for fieldwork |
| 14-21 March | Data collection at field level – household, market actor, and key informant interviews |
| 22-26 March | Preliminary Analysis of field data and development of recommendations |
| 27-28 March | Presentations of key findings and recommendations |